

~~CONFIDENTIAL~~

PERSONNEL

25X1A

15. CIVILIAN RESERVE PROGRAM

a. GENERAL

- (1) Centralized directories of selected former employees and consultants believed to have potential value to the Agency because of their particular skills or status will be established and maintained under a program known as the "CIA Civilian Standby Reserve".
- (2) Although the primary objective of this program is to develop and maintain a group of civilian personnel who are well disposed toward the Agency and who may be useful to the Agency in time of National Emergency, it is desired that maximum current use be made of this reserve in such tasks as (a) operational assistance, (b) recruiting, (c) spotting, (d) backstopping, (e) (f) development of cover and investigative leads, (g) out-placement, as well as other uses which may surface as the program develops.

25X1A

b. CRITERIA

Membership in the civilian Standby Reserve will be limited to former Career Employees and ^{former} Consultants unless adequate justification in terms of potential usefulness is provided for other persons.

- c. ADMINISTRATION. The program will be administered in the Office of Personnel for the entire Agency in order to afford maximum

GROUP 1

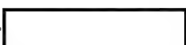
Excluded from automatic
downgrading and
declassification

PERSONNEL



Agency-wide use of individuals in the program and to guard against the possible compromise of those who may be engaged in sensitive operations in contract status.

d. PROCEDURES

(1) The initial establishment of centralized directories of reservists in the Office of Personnel, including the consolidation of lists now being maintained in offices other than Personnel, will be governed by 

25X1A

(2) Additions to initial directories will be effected as follows:

(a) Officials who authenticate Form 1152 or 1152a (Request for Personnel Action) for persons being separated will indicate in the "Remarks" section whether the individual is or is not recommended for membership in the Civilian Standby Reserve. Those recommended for the reserve will be processed for possible membership by the Office of Personnel.

(b) The names of terminated consultants whom offices desire to have included in the reserve because of their special skills or status will be submitted to the Office of Personnel for processing.

(3) The Office of Personnel will make initial contact with prospective members who are not scheduled for use on a current basis after appropriate clearance for contact has been obtained and thereafter maintain periodic contact with Reservists

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

PERSONNEL




to ascertain current address and develop other potentially useful information about the individual, including confirmation of continued willingness to assist the Agency on a part-time basis and/or to serve on full time duty in a national emergency. Periodic contact by the Office of Personnel will be suspended during any period that a member of the reserve is earmarked as being used by an Agency component.

- (4) (a) Contracts for Civilian Standby Reservists who are to be used on a current basis will be processed in accordance with the pertinent provisions of Contract Personnel


25X1A



- (b) Employing Component Responsible Officers, as defined in paragraph 5 a  will notify the Office of Personnel when the contract with a Civilian Standby Reservist is terminated.

25X1A

25X1A

- (5)  sets forth detailed procedural guides governing the administration and utilization of the Civilian Standby Reserve program.

C-O-N-F-I-D-E-N-T-I-A-L